

Assembling should be revised as this is how O/DDS would like to get the files referred to them and [REDACTED] said this is how O/DCI would like to get them. STATINTL

1. Summary
2. Original for Signature
3. Enclosures or attachments
4. Official file copy
5. Basic or incoming - ref.
6. Courtesy cc with envelope
7. Information cc outside agencies with envelope
8. Inside information copies
9. Any other

CLIPPED TOGETHER\*

STATINTL

See [REDACTED]

Send only 1 cc copy for ER on mail staying in Agency for external correspondence .

Send 2 copies forward - 1 for ER; 1 for signer's file

\* By clipping these together the secretaries say they just remove the portion of the file that the DDS needs to see before signing. They keep the rest on their desk until returned for mailing.

Ask Helen (if she still wants 2 or 1).